



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND  
102 MCNAIR DRIVE  
FORT MONROE, VIRGINIA 23651-1047

REPLY TO  
ATTENTION OF

ATBO-C

29 JAN 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Authority for Voluntary Early Retirement Authority (VERA), Voluntary Separation Incentive Pay (VSIP), and VSIP Pay Phase II

1. References:

a. Department of Defense Civilian Personnel Manual, DoD 1400.25-M, Subchapter 1702, Voluntary Separation Programs.

b. Memorandum, Assistant Secretary of the Army (Manpower and Reserve Affairs), SAMR-PO, 17 Dec 08, subject: Delegation of Authority for Voluntary Early Retirement Authority, Voluntary Separation Incentive Pay, and Voluntary Separation Incentive Pay Phase II (Encl 1).

c. Memorandum, Office of the Deputy Chief of Staff, G-1, DAPE-CP, 24 Dec 08, subject: Guidance on Voluntary Separation Incentives (Encl 2).

2. Authority to approve VERA/VSIP is delegated to:

a. Major subordinate commanders.

b. TRADOC school commandants.

c. Commanders/directors of special activities who report directly to HQ TRADOC.

d. TRADOC Deputy Chiefs of General and Chiefs of Special Staff Offices.

3. VERA/VSIP is used to reduce and restructure the workforce to meet mission objectives. These authorities can correct skill imbalances and optimize establishment of the Centers of Excellence, while minimizing the impact of Base Realignment and Closure. Senior-level officials retain the flexibility to manage the workforce within existing authorizations and funding levels.

ATBO-C

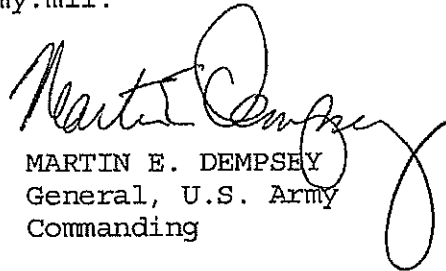
SUBJECT: Delegation of Authority for Voluntary Early Retirement Authority (VERA), Voluntary Separation Incentive Pay (VSIP), and VSIP Pay Phase II

4. Current delegation is effective immediately and expires 3 years from issuance date, unless earlier revoked or superseded.

5. Local labor relations obligations must be met prior to implementation.

6. Point of contact is Mr. Jim Atwell, DSN 680-5224, (757) 788-5224, jim.atwell@us.army.mil.

2 Encls

  
MARTIN E. DEMPSEY  
General, U.S. Army  
Commanding

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DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
MANPOWER AND RESERVE AFFAIRS  
111 ARMY PENTAGON  
WASHINGTON DC 20310-0111

17 DEC 2008

SAMR-PO

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Authority for Voluntary Early Retirement Authority, Voluntary Separation Incentive Pay, and Voluntary Separation Incentive Pay Phase II

1. Subject to any applicable fiscal year allocations, I hereby delegate to the Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders/Superintendent of the Direct Reporting Units, and the Administrative Assistant to the Secretary of the Army, the authority to approve early retirement and voluntary separation incentive pay (VSIP) for employees occupying positions up to the General Schedule (GS) 15 level (or equivalent, e.g., in demonstration projects) or any positions under the National Security Personnel System, as well as the authority to approve VSIP for non-appropriated fund employees. For purposes of this delegation of authorities, the Principal Officials of the Headquarters, Department of the Army, their staffs and other elements, Field Operating Agencies, Staff Support Agencies, and those Direct Reporting Units not covered above (to include the U.S. Army Acquisition Support Center) fall under the purview of the Administrative Assistant to the Secretary of the Army.

2. I also delegate to these same officials the authority to determine when and to what extent their activities will participate as potential gaining activities under the VSIP Phase II program and the authority to extend, up to 180 days, the time period required for scheduled separation under the VSIP Phase II program.

3. These authorities may be delegated, in writing, to the lowest practicable level, but not lower than the local commander or activity head. This includes the authority to grant a waiver for those employees occupying a position for which special salary rates or targeted local market supplements under NSPS are approved when the approving official determines it is in the best interest of the offering installation.

4. These authorities must be exercised in strict compliance with applicable laws, policies, regulations, standards, decisions or other requirements that may be prescribed by the President, the Congress, the Department of Defense (DoD), the Department of the Army, or outside control agencies. Currently, DoD guidance and procedures are found in 1400.25-M, Civilian Personnel Manual, Subchapter 1702, Voluntary Separation Programs. June 13, 2008.

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SAMR-PO

SUBJECT: Delegation of Authority for Voluntary Early Retirement Authority, Voluntary Separation Incentive Pay, and Voluntary Separation Incentive Pay Phase II

5 Within 14 days from the date of this memorandum, Army guidance on these authorities will be issued, including reporting requirements. The Office of the Assistant G-1 (Civilian Personnel) shall report to my office quarterly on the use of these authorities.

6. To the extent this memorandum impacts bargaining unit employees' conditions of employment, activities are reminded to meet their statutory labor relations obligations in its implementation.

7 This memorandum supersedes Assistant Secretary of the Army (Manpower and Reserve Affairs) memorandum, Subject: National Security Personnel System - Voluntary Separation Incentive Pay (VSIP) and Voluntary Early Retirement Authority (VERA), dated January 29, 2004. This delegation is effective immediately and expires December 16, 2011, unless earlier revoked or superseded.



RONALD J. JAMES  
Assistant Secretary of the Army  
(Manpower and Reserve Affairs)

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SUBJECT: Delegation of Authority for Voluntary Early Retirement Authority, Voluntary Separation Incentive Pay, and Voluntary Separation Incentive Pay Phase II

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DEPUTY CHIEF OF STAFF FOR INTELLIGENCE, ATTN: DAMI-CP  
ASSISTANT G-1 FOR CIVILIAN PERSONNEL  
DIRECTOR, CIVILIAN HUMAN RESOURCES AGENCY  
ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND DRESERVE AFFAIRS),  
ATTN: SAMR-PO  
GENERAL COUNSEL  
THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-LE



REPLY TO  
ATTENTION OF

DAPE-CP

DEPARTMENT OF THE ARMY  
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1  
300 ARMY PENTAGON  
WASHINGTON, DC 20310-0300

24 DEC 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Guidance on Voluntary Separation Incentives

1. Reference:

a. Department of Defense Civilian Personnel Manual, DoD 1400.25-M, Subchapter 1702, Voluntary Separation Programs.

b. Assistant Secretary of the Army (Manpower and Reserve Affairs) memorandum, subject: Delegation of Authority for Voluntary Early Retirement Authority, Voluntary Separation Incentive Pay, and Voluntary Separation Incentive Pay Phase II, dated 17 December 2008.

c. Assistant G-1 for Civilian Personnel memorandum, subject: National Security Personnel System – Voluntary Separation Incentive Pay (VSIP) and Voluntary Early Retirement Authority (VERA), dated 17 May 2005, hereby superseded.

2. On 17 December 2008, the Assistant Secretary of the Army (Manpower and Reserve Affairs) signed a memorandum (enclosure) delegating authority to the Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders/Superintendent of the Direct Reporting Units, and the Administrative Assistant to the Secretary of the Army, to approve early retirement and voluntary separation incentive pay

3. While VSIP is not an employee entitlement, it is a management tool used to encourage designated civilian employees to separate voluntarily from Federal service. Voluntary separation incentives may be used to reduce or restructure the civilian workforce, create vacancies for the placement of employees subject to involuntary separation by reduction in force (RIF), or avoid the need for involuntary separations during RIF. Managers are not required to offer a VSIP in conjunction with VERA as there are times that VERA alone can be an attractive incentive for employees.

4. The DoD 1400.25-M, SC 1702.3.2.3.1 through SC 1702.3.2.3.4 addresses ineligibility for VSIP. Exceptions to SC1702.3.2.3.1 through SC1702.3.2.3.4 may be granted on a case-by-case basis when the VSIP approving authority determines the offer of a VSIP is in the best interest of the offering activity. Please note that the ASA (M&RA) approval of waivers for employees occupying a position for which special

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SUBJECT: Guidance on Voluntary Separation Incentives

salary rates are approved is no longer required, as it was under prior Army Guidance and Procedures. Waiver requests and approvals must be supported and documented in writing and must be made available for review by the Office of the Deputy Chief of Staff, G-1, if requested.

5. The following are some things to consider when determining if a voluntary separation incentive is appropriate during reorganization or restructuring actions.

a. Scope. The size and type of reorganization determines what tools may be used. Questions to consider include: How much time is there before the reorganization or restructuring begins? What is the size of the cutback? Is it budget-driven, program related, or required in order to meet strategic restructuring goals?

b. Timing. The amount of time available may influence the manager's decisions. The more time managers have available, the less likely they will need to use drastic measures such as a RIF. Advisors located in the Civilian Personnel Advisory Center play a key role in helping managers reorganize by attrition.

c. Targeting. It is important to identify if and where positions will be abolished. What skill sets/competencies are necessary to allow managers to continue to meet their strategic goals?

d. Flexibility. It is important to keep an open mind and not rule out any strategy at the start. There is no one solution and there are many tools that can be used to effectively carry out reorganizations. Managers need to monitor progress carefully and closely as this will enable them to make changes as necessary and ensure actions are in line with the organizational vision.

e. Cost. There is a cost involved with every decision. The VSIP may cost more in the long term than retraining or reassigning a current employee. A review should be completed on a case-by-case basis to determine if retraining or VSIP is the most cost efficient option. In some cases, offering a VSIP in conjunction with a VERA may be an unnecessary expenditure. Employees may accept a VERA in order to avoid the hardship of a management directed reassignment or other involuntary action.

6. VSIP for restructuring should be used in a manner that is consistent with future mission requirements and fiscal constraints. There should be compelling business reasons to offer VSIP. Restructured positions should be filled no later than one year after the VSIP was approved.

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Examples of restructuring positions include:

- A lower grade (i.e., Contract Specialist, GS-1102-14 restructured to a GS-1102-12) or a lower pay band (i.e., Contract Specialist, YA-1102-3 restructured to a YA-1102-2);
- A higher grade or pay band with a different skill set (i.e., an Information Technology Specialist (Customer Support), GS-2210-13 or YA-2210-2 to an Information Technology Specialist (Network), GS-2210-14 or YA-3);
- A different series (i.e., a Program Analyst, GS-343-14 or YA-343-3 restructured to a Budget Analyst, GS-560-14 or YA-560-3);
- The same series and grade or pay band with a different skill set if the incumbent does not currently possess the skills (i.e., an Information Technology Specialist, GS-2210-13 or YA-2210-2 with mainframe skills requirements restructured to a GS-2210-13 or YA-2210-2 with Network skills requirements); or
- An entry level grade or pay band in the same series or different series to correct a skills imbalance (i.e., an Accountant, GS-510-12 or YA-510-2 restructured to a Systems Accountant, GS-510-7 or YA-510-1 with full performance at the GS-12 or pay band 2 level to recruit individuals with up-to-date technology skills).

7. Activities are reminded to fulfill their applicable statutory labor relations obligations in exercising these VSIP authorities.

8. My point of contact for this action is Beth Helmer, (703) 325-7271/DSN 221, or beth.helmer@us.army.mil.

FOR THE DEPUTY CHIEF OF STAFF, G-1:



SUSAN DUNCAN  
Assistant G-1 for Civilian Personnel

Encl

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GENERAL COUNSEL  
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